

APPROVED

September 21, 2004

Michigan State
Administrative Board

Lansing, Michigan

September 7, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, September 7, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Alisande Henry, Executive Assistant, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive Office; Sean Carlson, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Department of Transportation; Janet Hunter-Moore, Department of Treasury; Jim Bliss, Dickinson Wright; Bill Danhof, Chris Dembowski, Miller Canfield

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meeting of August 17, 2004. The motion was supported by Ms. Henry and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF LABOR & ECONOMIC GROWTH, Office of
Financial & Insurance Services Financial Evaluation, 7/13/2004

DEPARTMENT OF MANAGEMENT AND BUDGET, Office of Facilities
7/21/04

DEPARTMENT OF STATE, Business Enterprise Division 7/7/2004

DEPARTMENT OF TRANSPORTATION, Financial Operations
7/21/2004

Mr. Hank moved that the Retention and Disposal Schedules be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of August 31, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held August 31, 2004, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Report for the regular meeting of September 1, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held September 1, 2004 be approved and adopted. The motion was supported by Ms. Henry and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of September 1, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held September 1, 2004, with the withdrawal at the State Administrative Board meeting of September 7, 2004 of Items 357 and 362 of the regular agenda, be approved and adopted. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. Henry and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON